

Form 2



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THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

MUNICIPAL LAW UNIT
1350 MAIN STREET, 4TH FLOOR
SPRINGFIELD, MASSACHUSETTS 01103-1629

Town: _____

Date Town Meeting Convened: _____

Form 2 – Town Meeting Action

Please provide the following:

_____ **Submission #1, EXISTING BY-LAW.**

One (1) certified copy of the **entire main section** of the existing by-law within which each proposed amendment occurs. This requirement is very important since without the **full text** of the entire main section of the existing by-law being amended we will be unable to ascertain the full meaning of the proposed changes in context. By-law amendments include even minor technical changes in current by-laws, amendments to tables showing uses permitted in different zoning districts, and amendments which re-codify, reorganize or renumber existing by-laws previously approved by the Attorney General.

_____ **Submission #2, TOWN MEETING ACTION.**

Three (3) certified copies of the main motion, or amended main motion voted by town meeting, **with the date, article number, name of Town** (typed or written because the town seal imprint disappears when photocopied) **and votes thereon**. Also include a copy of each floor amendment **favorably** acted upon by town meeting. We do not need copies of floor amendments that were unfavorably acted upon by Town Meeting.

_____ **Submission #3, FINAL VERSION OF BY-LAW AS AMENDED.**

One (1) certified copy of the by-law (Submission #1) **as amended** by town meeting (Submission #2).

_____ **Submission #4, ANNOTATED COMPARISON.**

Please indicate all changes (including deletions and additions) to the existing by-law. This may be done in any manner by which the changes are clearly indicated. For example, you may annotate a copy of the existing by-law (#1 above) or a copy of the final version of the by-law as amended (#3 above) by underlining, italicizing, or otherwise highlighting or indicating all changes. Be sure to include a legend explaining the method chosen. Preferably, you may substitute for the above a computer-generated “**compare**” document in which the deleted text is shown in “strike-out” format and the new text is shown in “redline” format.

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For any vote requiring a **simple majority** it will be sufficient to certify that the moderator declared that the motion carried. Where the vote was unanimous, it will be sufficient to certify that the moderator declared that the motion carried unanimously.

For any vote requiring **more than a simple majority** and where the vote was **not unanimous** an **actual vote count** must be taken. Zoning by-laws and historic district by-laws require a two-thirds vote.

However, if the town has either **(a) by vote** of this town meeting, or **(b)** in a previously adopted **general by-law** voted that a counted vote need not be taken and that the Moderator may **declare** that the required vote has been achieved, then such declaration of the Moderator will be sufficient (*select below*):

_____ If by (a), then please **attach** a copy of the minutes from this town meeting showing the vote to dispense with a counted vote.

_____ If by (b), then please attach a copy of the by-law including:

The date on which it was adopted by town meeting:

Date: _____

The date it was approved by the Attorney General's Office:

Date: _____